OLA

Online Learning Agreement for KuWi-students

Viadrina International Affairs
Dear students,

by the academic year of 2021/22 the Learning Agreement will be digital and the idea of this guide is to explain you all the necessary steps needed.

Before you start, please think about the courses which you want to take at the partner university. Therefore, do specific research which module groups you would like them to be credited. If you are unsure about this, please contact Nicole Klück (outgoing@europa-uni.de) for all KuWi courses (also politic courses of Law and Politics) and for all MA courses your MA coordinators in order to fill in the OLA correctly.
You will receive a link that you need to use to log in. This mail might end up in the **junk mail box**.

Prefilled Online Learning Agreement added

Online Learning Agreement <no-reply@learning-agreement.eu>

Mi 28.04.2021 23:52

An:

Dear Student,

Your Sending Higher Education institution added a prefilled Online Learning Agreement to your account.

Login at [www.learning-agreement.eu][1] to view and further edit your Learning Agreement to prepare for the Erasmus+ mobility.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] https://www.learning-agreement.eu
You click „ACCESS YOUR LEARNING AGREEMENT“

Prepare your Learning Agreement online within a few steps and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.
You log in
At “Login with” enter “Europe” and the Viadrina appears for you to choose.
Here you enter your **euv-email address** as well as the corresponding **password**
Declaration of consent from DFN. Please **tick** at the bottom and click "submit"
This picture appears. You click „**Proceed to register**“
Please register here.
**Name:** your first and last name, **e-mail:** your Viadrina e-mail, **username** you can choose yourself, e.g.: mmustermann.
**Please remember! Make a note of this data!**
You go to "Confirm" and then "Submit"
You should now have **received an email**. Please **confirm the link** in this email. This could have ended up in the **junk mail box**.

This is what the email looks like. Please **click on the link**. This completes the registration.
Now the actual editing of your OLA - Online Learning Agreement starts. Please go to the link in the email again, that you received at the very beginning.

---

Dear Student,

Your Sending Higher Education institution added a prefilled Online Learning Agreement to your account.

Login at [www.learning-agreement.eu](http://www.learning-agreement.eu) to view and further edit your Learning Agreement to prepare for the Erasmus+ mobility.

Kind regards and wishing you an enriching mobility experience,

Online Learning Agreement team

[1] [https://www.learning-agreement.eu](https://www.learning-agreement.eu)
Go to „ACCESS YOUR LEARNING AGREEMENT“. If you have just registered there, you are automatically logged in.
Fill in your OLA-Account with your personal data, check the box and select “Save”.

Field of education: “Humanities (02) or the corresponding code you can find in the list of partner universities for your university”
Here you can see the actual Learning Agreement, the learning contract for the courses you want to take abroad. Please click on "Edit"
Here you can see the responsible person from the Viadrina. This should already be filled in. The field which need be filled in is "position". Please enter "Departmental Coordinator" here.
Here you can see the responsible person of the partner university. This should already be filled in.

**Receiving Institution**

- **Country**: France
- **Name**: Institut d'Études Politiques de Rennes
- **Faculty/Department**: Business Administration
- **Address**: 104 boulevard de la Duchesse Anne, 35700 RENNES

**Receiving Responsible Person**
- **First name(s)**: Tartin
- **Last name(s)**: Glead
- **Position**: First-name Coordinator
- **Email**: test@partner.uni.com

**Receiving Administrative Contact Person**
- **First name(s)**: Test
- **Last name(s)**: Test
- **Position**: Test
- **Email**: test@partner.uni.com
- **Phone number**: Test
Planning the courses

Before you fill in the OLA, think carefully about the courses which you want to take abroad. It is important that these courses will be recognized at the Viadrina. Therefore, it is necessary that they can be assigned to the module groups. You are always welcome to discuss the planned courses with Nicole Klück or your MA coordinators before completing the OLA.
The expected courses that you would like to attend at the partner university must be noted here. These are assigned to the respective module groups of the Viadrina.

**Preliminary LA**

**Table A - Partneruni**

**Table B - Viadrina**

If no code is given, choose the ascending series of numbers yourself (e.g. course 1 = 1, course 2 = 2)

... more examples on the next pages
Further examples follow for clarification. Here you will find the respective module groups again.

**Preliminary LA**

**Table A - Partneruni**

**Table B - Viadrina**

<table>
<thead>
<tr>
<th>Component to Table A</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue) *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Chain Management</td>
<td>An “educational component” is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility windows or free electives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Component Code *</th>
<th>ETCS</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>6</td>
<td>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</td>
</tr>
</tbody>
</table>

* Course title abroad -

* Component Code * | ETCS | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>6</td>
<td>ECTS credits (or equivalent) to be recognised by the Sending Institution</td>
</tr>
</tbody>
</table>

* - associated module group at Viadrina -

<table>
<thead>
<tr>
<th>Component Code *</th>
<th>ETCS</th>
<th>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>6</td>
<td>ECTS credits (or equivalent) to be recognised by the Sending Institution</td>
</tr>
</tbody>
</table>

- Take the code identical from Table A here = 2

**Further examples follow for clarification.**

**Here you will find the respective module groups again.**

**Add Component to Table A**

**Add Component to Table B**
Further examples follow for clarification.

Preliminary LA

Table A - Partneruni

Table B - Viadrina

Component title at the Receiving Institution (as indicated in the course catalogue) *

- Course title abroad -

Component title at the Sending Institution (as indicated in the course catalogue) *

- associated module group at Viadrina -

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Component Code *

ETCS

Semester *

(First semester (Winter/Autumn))

Use the same code from Table A here $= 2 + 3$

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

Component Code *

ETCS

Semester *

(First semester (Winter/Autumn))

identical from Table A

Automatically recognised towards student degree

Automatic recognition comment
Your Online Learning Agreement has been updated.

1. Student Information
2. Sending Institution Information
3. Receiving Institution Information
4. Proposed Mobility Programme
5. Virtual Components
6. Commitment

Academic year *

2021/2022

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next
You sign the OLA

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.
Next Steps

Now the OLA ends up at our office again and we can confirm or reject it. We would reject it if parts of the crediting cannot be recognized as desired. Then this should be discussed by email or personally, e.g. on the phone, so that you can then make the change in the OLA. As soon as it has been confirmed by you and us, it will be sent to the partner university.

It is only complete when it has also been signed by the partner university.
During the stay abroad often changes are happening, that need to be covered in the learning agreement, for example when planned courses are overcrowded.

Please make any necessary changes here learning-agreement.eu/dashboard
The partner university **courses to be changed** must be noted here.

**Table A2 - Partneruni**

**Final LA Table A2**

- **Deleted**: Take information from Table A accordingly
- **Added**: Please continue the ascending series of numbers in the component code.
Further examples follow for clarification

Example: Final LA Table A2

Deleted

Added

exact transfer of the information from Table A

continue the ascending series of numbers in the component code
The **courses to be changed** or the **corresponding modules** at the Viadrina must be noted here.

**Table B2 - Viadrina**

**Final LA Table B2**

- **Deleted**: Take information from Table A accordingly
- **Added**: Please **continue** the ascending series of numbers the component code
Further examples follow for clarification

Example: Final LA Table B2

Deleted

Added

- exact transfer of the information from Table B
- continue the ascending series of numbers in the component code
You do not have to fill in anything on this page
Sign the OLA
AFTER the mobility

After the stay abroad, a prompt recognition of grades is often desired. More information can be found here.

Questions about your recognition can be sent to outgoing@europa-uni.de
Your contacts

Nicole Klück
Kuwi BA, Law and Politics (for Politics)
outgoing@europa-uni.de
0335 5534 2602

Katja Herzel
Law, Law and Politics (for Law),
Law and Business (for Law),
German Polish Law (BA/MA/mgr)
outgoing@europa-uni.de
0335 5534 2593

Claudia Casiano Pérez
MASS, MES
outgoing@europa-uni.de
0335 5534 2863

All further KuWi MA programs:
the corresponding MA coordinator: https://www.europa-uni.de/de/internationales/Students/Outgoings/Exchange-studies/anerkennung/Anerkennung_KuWi/Master.html
Your contact persons regarding the recognition

**Torsten Glase**  
Alle WiWi BA und MA,  
Wirtschaft und Recht (für Wirtschaft)  
[outgoing-wiwi@europa-uni.de](mailto:outgoing-wiwi@europa-uni.de)  
0335 5534 2595

**Katja Herzel**  
Jura, Recht und Politik (für Recht),  
Recht und Wirtschaft (für Recht),  
Deutsch-Polnisches Jurastudium (BA/MA/mgr)  
[outgoing@europa-uni.de](mailto:outgoing@europa-uni.de)  
0335 5534 2593